

Approved For Release 2006/02/07 : CIA-RDP84B00890R000300080103-5

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. EO/DOA	mye	15 APR 1981
2. ADOA	St	4-16
3. OOA		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

FILE

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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8041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Finance Career Conference

FROM

AD/CMO/OF

1213 Key Bldg.

EXTENSION

NO.

DATE

13 April 1981

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. Max Hugel
Deputy Director for Administration
7 D 18 Hqs.

5/4 *MH*

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A REESEN

3 3 3 meeting

13 April 1981

MEMORANDUM FOR: Mr. Max Hugel
Deputy Director for Administration

25X1

FROM:

[REDACTED]
Assistant Director for Career Management
Office of Finance

SUBJECT: Finance Career Conference

1. Attached is a copy of the Finance Career Conference Agenda for your information. Please let us know soonest what you plan to do following the presentation. We would be pleased to have you stay on for cocktails and dinner if your schedule permits.

2. Further, if you intend to use any aids in your presentation, please notify my office on extension [REDACTED] in order that we can assure that any equipment necessary is available and set up for your use.

25X1

3. Thanks for helping us. I'm sure your participation will go a long way in making our Conference a success.

25X1

Attachment
as stated

25X1

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FINANCE CAREER CONFERENCE AGENDA

29, 30 April and 1 May 1981

Wednesday, 29 April 1981

25X1	0800 - 0900	Registration	AD/CMS/OF	
	0900 - 0915	Welcome 		25X1
	0915 - 0945	The Office - Progress and Perspectives	Mr. Edward L. Sherman, D/OF	
	0945 - 1015	BREAK		
	1015 - 1200	Issues and Perspectives	Division and Staff Chiefs	
	1200 - 1330	LUNCH		25X1
	1330 - 1445	Career Management		
	1445 - 1500	BREAK	AD/CMS/OF	
	1500 - 1600	Logistics		25X1
	1600 - 1700	Comptroller		D/COMPT 25X1
	1700 - 1800	Attitudinal Adjustment		
	1730 - 1900	DINNER		
	1900 -	"One Week in a Case Officer's Life"		
				25X1



25X1

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Thursday, 30 April 1981

0830 - 0900	Summary of Wednesday Morning's Presentations	Mr. Edward L. Sherman, D/OF
0900 - 0930	Issues and Perspectives	Division and Staff Chiefs
0930 - 0945	BREAK	
0945 - 1115	Issues and Perspectives	Division and Staff Chiefs
1115 - 1200	Meetings with Individual CE Panels (Up through GS-13s)	
1200 - 1330	LUNCH	
1330 - 1400	Information Handling	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> 25X1 Systems Architect, DDA
1400 - 1445	How ODP Provides Computer Support; more specifically, "Why is Your Terminal not Always Up?"	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> ODP 25X1
1445 - 1500	BREAK	
1500 - 1600	Future On-Line Communications	<div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> D/OC 25X1
1600 - 1700	Initial Impressions and Management Perspectives	Mr. Max Hugel, Deputy Director for Administration
1700 - 1800	Attitudinal Adjustment	
1730 - 1900	DINNER	
1900 -	Open Forum	Moderator

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Friday, 1 May 1981

0830 - 0930 Legislative Changes

 DC/PPS 25X1

0930 - 1000 BREAK

1000 - 1100 Personnel Management

Mr. Harry Fitzwater,
D/O/PPP&M

1100 - 1200 Director's Wrap-Up

Mr. Edward L. Sherman, D/OF

1200 - 1330 LUNCH

1330 - Tournaments: Golf, Tennis and
Volleyball

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